

Office of the Corporation Counsel

Description	FY 2002 Approved	FY 2003 Proposed	% Change
Operating Budget	\$52,505,684	\$54,384,246	3.6

The mission of the Office of the Corporation Counsel (OCC) is to provide legal and child support enforcement services to the government and citizens of the District so that they can achieve their business results, manage their legal risks and maintain their legal rights and protections.

The agency plans to fulfill its mission by achieving the following strategic result goals:

- Conduct a baseline customer survey by the end of FY 2003
- Develop FY 2003 service level agreements with governmental customers
- Provide specific information to various customer groups on available services
- Provide a comprehensive training program for all OCC staff, with a particular emphasis on customer service, supervision management and overall skills enhancement
- Starting with the third quarter of FY 2002, and continuing in FY 2003, provide quarterly feedback to agencies on actions taken by

them that affect the District, actual or potential legal risk and strategies to avoid or mitigate such risks

- Implement key structural recommendations from the internal OCC reengineering report, the Appleseed Report, and the Hildebrandt International reports
- Streamline supervisory chain of command by the end of FY 2003
- Streamline organizational design
- Institute new position descriptions and related, relevant performance standards for OCC staff
- By the end of FY 2003, with assistance from the Office of the Chief Technology Officer, fully implement a matter management system for the legal operations of the OCC
- Achieve federal certification of the Child Support Enforcement Program computer systems.

Did you know...

Agency Website	www.occ.dc.gov
Authorized number of attorneys	243
Child support customer service number	202-442-9900
Domestic violence intake center number	202-879-0157

Where the Money Comes From

Table CB0-1 shows the various sources of funding for the Office of the Corporation Counsel.

Table CB0-1

FY 2003 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Proposed FY 2003	Change From FY 2002
Local	25,974	29,277	30,299	31,111	812
Federal	13,412	14,514	15,180	15,366	185
Other	3,927	2,995	4,961	5,842	881
Intra-District	1,257	2,201	2,065	2,065	0
Gross Funds	44,570	48,987	52,506	54,384	1,879

How the Money is Allocated

Tables CB0-2 and CB0-3 show the FY 2003 proposed budget and FTEs for the Office of the Corporation Counsel.

Table CB0-2

FY 2003 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Proposed FY 2003	Change from FY 2002
Regular Pay - Cont Full Time	20,062	19,768	23,137	24,105	968
Regular Pay - Other	2,568	4,164	5,666	5,387	-279
Additional Gross Pay	1,607	725	257	257	0
Fringe Benefits - Curr Personnel	3,317	3,770	4,286	4,110	-176
Unknown Payroll Postings	-2	0	0	0	0
<i>Personal Services</i>	<i>27,553</i>	<i>28,427</i>	<i>33,346</i>	<i>33,858</i>	<i>512</i>
Supplies and Materials	159	177	235	217	-18
Energy, Comm. and Bldg Rentals	234	420	365	405	40
Telephone, Telegraph, Telegram, Etc	258	330	141	396	254
Rentals - Land And Structures	0	123	414	483	69
Janitorial Services	0	0	217	217	0
Security Services	0	0	314	348	34
Other Services And Charges	1,863	1,717	1,125	1,040	-85
Contractual Services - Other	13,911	15,990	13,452	14,611	1,159
Subsidies And Transfers	272	1,311	2,500	2,500	0
Equipment & Equipment Rental	320	491	396	309	-87
<i>Non-personal Services</i>	<i>17,017</i>	<i>20,560</i>	<i>19,160</i>	<i>20,526</i>	<i>1,366</i>
Total Proposed Operating Budget	44,570	48,987	52,506	54,384	1,879

Table CB0-3

FY 2003 Full-Time Equivalent Employment Levels

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Proposed FY 2003	Change from FY 2002
Continuing full time	313.25	352	501	504	3
Term full time	107.75	26.25	36	33	-3
Total FTEs	421	378.25	537	537	0

Local Funds

The proposed Local budget is \$31,111,465, an increase of \$812,131, or 2.7 percent, over the FY 2002 approved budget of \$30,299,334. This variance includes an increase of \$805,397 in personal services and an increase of \$6,734 in non-personal services.

There are 377.6 FTEs funded by Local sources, which represents no change from FY 2002.

Significant changes are:

- An increase of \$942,707 in salaries due to the pay increase approved in FY 2002.
- A decrease of \$137,310 in fringe benefits due to a recalculation of the fringe rate.
- A decrease of \$17,514 in supplies due to the changing needs of the agency.
- An increase of \$296,905 in fixed costs primarily attributed to telecommunications.
- A decrease of \$59,850 in other services due to a reduced level of expert witness services.
- A decrease of \$126,223 in contractual services due to a reduced level of deposition and transcription services.
- A decrease of \$86,584 in equipment due to a lessened need for additional furniture in FY 2003.

Federal Funds

The proposed Federal budget is \$15,365,693, an increase of \$185,431 or 1.2 percent over the FY 2002 approved budget of \$15,180,262. This variance includes an increase of \$97,000 in personal services and an increase of \$88,431 in non-personal services.

There are 121.4 FTEs funded by Federal sources, which represents an increase of 2.6 FTEs from FY 2002. This increase is due to the fact that the Federal share for TANF will increase in

FY 2003.

Significant changes are:

- An increase of \$86,000 in regular pay due to additional Federal FTEs.
- An increase of \$11,000 in fringe benefits due to additional Federal FTEs.
- An increase of \$100,129 in fixed costs primarily attributed to telecommunications.
- A decrease of \$25,598 in other services due to the changing needs of the agency.
- An increase of \$13,900 in contractual services due to the changing needs of the agency.

Other Funds

The proposed Other budget is \$5,841,919, which represents an increase of \$881,000, or 17.8 percent, over the FY 2002 approved budget of \$4,960,919. This variance includes a decrease of \$390,000 in personal services and an increase of \$1,271,000 in nonpersonal services.

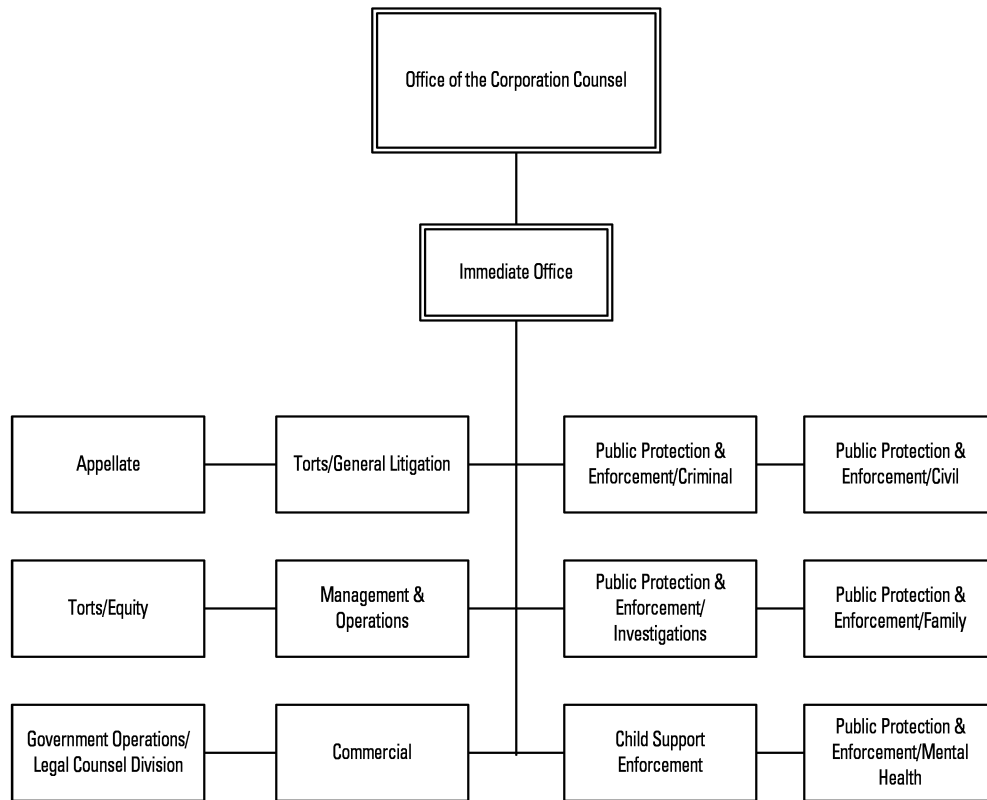
There are 11 FTEs funded by Other sources, which represents a decrease of three FTEs from FY 2002. This decrease is a result of one FTE being covered by intra-District funds and that the OCC no longer has employees working on services involving the now defunct DC General Hospital.

The significant changes are as follows:

- A decrease of \$390,000 in salaries and fringe benefits due to a reduction of three FTEs.
- A net increase of \$1,271,000 in contractual services which includes an increase of \$500,000 from the Antitrust Fund, an increase of \$100,000 from the Antifraud Fund, an increase of \$910,000 from the Consumer Protection Fund, and a reduction of \$239,000 due to a reassessment of the agency's needs.

Figure CB0-1

Office of the Corporation Counsel



Intra-District Funds

The proposed intra-District budget is \$2,065,169, which represents no change from the FY 2002 approved budget.

There are 27 FTEs funded by intra-District sources, which represents no change from FY 2002.

Programs

The funding goes to fund the OCC's operations. The following programmatic chart illustrates the number of programs that the OCC provides and how they are related.

There are six program areas in the OCC:

The Office of Public Protection and Enforcement serves to protect families, children, and special populations and prosecute crimes. This office includes the Civil, Criminal, Family, Mental Health, and Investigations divisions. A Major Case Section was established in October 2001 to handle large, complex cases including those involving landlords and tenants.

The Office of Government Operations provides legal advice and counsel to the Executive Office of the Mayor and to District government agencies. This office also oversees the agency counsel and its legal staff.

The Office of Torts and Equity is responsible for defending lawsuits, claims, and programmatic litigation involving class actions and agencies in receivership.

The Commercial Division provides legal advice and handles litigation involving personnel and labor relations, procurement, tax matters, bankruptcy, finance, economic development, land use, public works, utilities and regulations.

The Appellate Division handles all civil and criminal appeals in Federal and District courts.

The Office of Management and Operations handles human resources, finance, information technology and telecommunications, training, supplies, risk management and internal and external communications.

Agency Goals and Performance Measures

Goal 1: Achieve public goodwill.

Citywide Strategic Priority Areas: Making Government Work; Enhancing Unity of Purpose and Democracy

Managers: Arabella W. Teal, Principal Deputy Corporation Counsel (Measure 1.1); John Greenhaugh, Senior Deputy, Office of Tax and Equity (Measure 1.2); Sharon Styles-Anderson, Senior Deputy, Office of Public Protection and Enforcement (Measures 1.2, 1.5—1.9); Charles Reischel, Deputy, Appellate Division (Measures 1.3 & 1.4)

Supervisor: Robert R. Rigsby, Corporation Counsel

Measure 1.1: Conduct baseline customer survey

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	N/A	N/A	1	N/A	N/A
Actual	N/A	N/A	-	-	-

Note: New performance measure added 2/12/02. FY 2002 target is to complete survey; future fiscal year targets are TBD.

Measure 1.2: Percent of civil litigation cases (other than appeals) successfully defended or brought

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	90	90	90	90	90
Actual	90	90	-	-	-

Note: OCC considers that a successful result occurs where there is a favorable ruling or verdict on behalf of the District, the ruling or verdict is less than the last settlement demand made in the case, or the case (if brought against the District) is dismissed. This measure replaces old FY01 performance measure 2.2.

Measure 1.3: Percent of civil appeals of judgment successfully defended or brought

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	N/A	70	70	70	70
Actual	N/A	92.7	-	-	-

Note: FY 2001 actual includes unpublished opinions. This measure replaces old FY01 performance measure 2.1.

Measure 1.4: Percent of criminal appeals of judgments successfully defended

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	N/A	85	85	85	85
Actual	N/A	92	-	-	-

Note: New performance measure added 2/12/02.

Measure 1.5: Maintain or increase revenues from civil enforcement (millions of dollars)

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	3.5	3	3	3	3
Actual	3.04	3.3	-	-	-

Note: FY 2001 actual was \$3,332,488 (excluding tobacco settlement funds).

Measure 1.6: Maintain or increase revenues from criminal enforcement (includes tax fraud, traffic offenses & DC offenses) (Thousands of dollars)

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	N/A	550	575	575	575
Actual	300	112.23	-	-	-

Note: New performance measure added 2/12/02. Replaces old FY01 measures 1.2-1.4.

Measure 1.7: Complete pre-adjudication phase of each new case within 90 days of filing (percentage)

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	N/A	50	75	85	85
Actual	N/A	25	-	-	-

Note: OCC notes that the current performance measure is 90 days, which was reported as 25%. If 120-day figures are available, this information will be supplemented.

Measure 1.8: Percent of post-disposition permanency/review hearings attended

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	N/A	50	80	90	90
Actual	N/A	95	-	-	-

Measure 1.9: Number of children's cases in which termination of parental rights cases/adoptions/legal guardianships that are initiated or joined to reduce the number of children in foster care over two years

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	N/A	N/A	360	480	520
Actual	N/A	N/A	-	-	-

Note: Not reported during FY01.

Goal 2: Provide creative solutions.

Citywide Strategic Priority Areas: Making Government Work; Enhancing Unity of Purpose and Democracy

Managers: Arabella W. Teal, Principal Deputy Corporation Counsel (Measures 2.1 & 2.2); Joe Perry, Director, Child Support Enforcement Division (Measures 2.4 & 2.5)

Supervisor: Robert R. Rigsby, Corporation Counsel

Measure 2.1: Percentage of employees using the Matter Management System (MMS) as a matter of course in all business, in those Divisions/Sections in which MMS has been implemented

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	N/A	N/A	70	80	90
Actual	N/A	N/A	-	-	-

Note: New performance measure added 2/12/02.

Measure 2.2: Extent of use of the MMS, measured by the average number of fields filled per entry.

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	N/A	N/A	4	5	7
Actual	N/A	N/A	-	-	-

Note: New performance measure added 2/12/02.

Measure 2.3: Accuracy of data entered in MMS, measured by the percentage of entries that are corrected due to inaccuracy

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	N/A	N/A	25	25	20
Actual	N/A	N/A	-	-	-

Note: New performance measure added 3/1/02.

Measure 2.4: Child support collections (millions of dollars)

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	47.6	47.1	47.1	47.1	47.1
Actual	45.7	47.48	-	-	-

Note: FY 2001 actual was \$47,481,499.

Measure 2.5: Percent increase in child support cases with child support orders

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	N/A	2.7	2.7	2.7	2.7
Actual	3	4.5	-	-	-

Goal 3: Put clients first.

Citywide Strategic Priority Area: Making Government Work

Managers: Arabella W. Teal, Principal Deputy Corporation Counsel (Measure 3.1); Chere Calloway, Senior Deputy, Office of Management Operations (Measure 3.2)

Supervisor: Robert R. Rigsby, Corporation Counsel

Measure 3.1: Review Legal Service Establishment Amendment Act of 1998 regulations and promulgate revisions (percent complete).

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	N/A	N/A	100	N/A	N/A
Actual	N/A	N/A	-	-	-

Note: New performance measure added 2/13/02. FY 2002 target is complete 100% of initial review for technical problems by March 31, 2002. Deadlines for further review subject to action and/or policy changes by Council, DCOP and/or OCC.

Measure 3.2: Implement organizational redesign based on the internal OCC reengineering report, the Appleseed Report and the Hildebrandt International reports (percent complete)

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	N/A	N/A	75	100	N/A
Actual	N/A	N/A	-	-	-

Note: New measure added 2/13/02. FY 2004 target is TBD.

Goal 4: Enhance service.

Citywide Strategic Priority Areas: Making Government Work; Enhancing Unity of Purpose and Democracy

Managers: Joe Perry, Director, Child Support Enforcement Division (Measures 4.1 & 4.2); Arabella W. Teal, Principal Deputy Corporation Counsel; John Greenhaugh, Senior Deputy, Office of Tax and Equity; Sharon Styles-Anderson, Senior Deputy, Office of Public Protection and Enforcement; Charles Reischel, Deputy, Appellate Division; Darryl Gorman, Senior Deputy, Office of Governmental Operations (All responsible for Measure 4.2)

Supervisor: Robert R. Rigsby, Corporation Counsel

Measure 4.1: Achieve and maintain full certification of the automated child support data systems under federal legislation (percent certification achieved)

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	N/A	N/A	100	100	100
Actual	N/A	N/A	-	-	-

Note: New performance measure added 2/12/02.

Measure 4.2: Develop and maintain service-level agreements with governmental customers (number of customers).

	2000	Fiscal Year		2003	2004
	2000	2001	2002	2003	2004
Target	N/A	N/A	5	6	7
Actual	N/A	N/A	-	-	-

Note: New performance measure added 2/12/02.

Goal 5: Innovate the Office of the Corporation Counsel.

Citywide Strategic Priority Area: Making Government Work

Manager: Chere Calloway, Senior Deputy, Office of Management Operations

Supervisor: Arabella W. Teal, Principal Deputy Corporation Counsel

Measure 5.1: Establish model labor-management partnership program that fosters and promotes innovation within OCC operations (Number of substantive projects underway)

	2000	Fiscal Year		2003	2004
	2000	2001	2002	2003	2004
Target	N/A	N/A	2	2	2
Actual	N/A	N/A	-	-	-

Note: New performance measure added 2/12/02.

Office of the Inspector General

Description	FY 2002 Approved	FY 2003 Proposed	% Change
Operating Budget	\$12,476,429	\$12,089,442	-3.1

The mission of the Office of the Inspector General (OIG) is to independently perform the following:

- conduct and supervise audits, investigations, and inspections relating to the programs and operations of District government departments and agencies, including independent agencies;
- provide leadership, coordinate and recommend policies designed to promote economy, efficiency, and effectiveness, and prevent and detect corruption, mismanagement, waste, fraud, and abuse in District programs and operations; and
- keep the Mayor, Council, and District government department and agency heads fully and currently informed about problems and

deficiencies relating to the administration of these programs and operations and the necessity for corrective actions.

The agency plans to fulfill its mission by achieving the following strategic result goals:

- By 2003, the Audit Division will effectively measure the percentage of recommendations implemented by District agencies due to OIG audits.
- By 2003, the Medicaid Fraud Control Unit will develop and implement a tracking mechanism to measure prosecution referrals.
- By 2004, the Office of the Inspector General's total number of reports issued will increase by 48%.

Did you know...

Website	www.d cig.org
Hotline	202-727-0267 or 1-800-521-1639 or www.hotline.d cig.org
Number of investigations referred to OIG/number resolved in FY 2001	168/154
Audit and management reports issued in FY 2001	38